

STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**SPO Price List No. 01-19**  
Includes Change Nos. 1, 2, 3, 4, 5, 6 and 7  
Revised November 4, 2003

**Computer Training Classes for State Employees on Oahu**  
(IFB No.-01-024-O)  
**January 1, 2001 to March 31, 2004**

**STATE'S COMMITMENT.** Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive Branch
- Department of Education
- Office of Hawaiian Affairs
- House of Representatives
- Senate
- Hawaii Health System Corporation

**EXCEPTION TO THE PRICE LIST.** When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. Executive Branch agencies shall use SPO Form 5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the Price List", for this purpose.

**POINT OF CONTACT.** Questions regarding the services listed herein, ordering, pricing, and status should be directed to the vendor.

**Course related questions:**

Mark Epstein: Telephone No. 587-1058 Fax No. 587-1107

**Procurement questions or complaints** may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Marc Yamamoto	586-0569	586-0570	marc_yamamoto@exec.state.hi.us
DOE	DOE Procurement Office	675-0130	675-0133	connie_chun@notes.k12.hi.us
OHA	Audra Butera	594-1955	594-1865	audrab@oha.org
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
Senate	Paul T. Kawaguchi	586-6720	586-6719	sencclk@capitol.hawaii.gov
	Carol Taniguchi	586-6720	586-6719	taniguchi@capitol.hawaii.gov
	Deborah Aki	586-6765	586-7229	wikander@capitol.hawaii.gov
HHSC	Robin Springer	733-4022	733-4028	rspringer@hhsc.org

**VENDOR:** TeraBiz, LLC

**ADDRESS:** 1001 Bishop Street  
Pacific Tower, Suite 1185  
Honolulu, Hawaii 96813-3429

**VENDOR CONTACTS:**      Telephone No.      Facsimile No.      E-mail  
Address

**Registration:**

**Stanfor Togashi**      **(808) 540-5408(808) 522-8828stanford@terabiz.com**

**Billing:**

**Tamara Stockman**      **(808) 540-5455(808) 522-8828tamara@terabiz.com**

**Training Locations:**

ICSD Training Lab  
Capitol Center Building  
1177 Alakea Street, Room 303

TeraBiz (Downtown)  
Pacific Tower  
1001 Bishop Street, Suite 1185  
Honolulu

Telephone (808) 540-5400

TeraBiz (Stadium Mall)  
4510 Salt Lake Boulevard  
Honolulu

Telephone (808) 791-3900

**VENDOR CODES** for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

**UNIT PRICES** include all applicable taxes, services, materials, supplies, equipment and any other incidentals and operation expenses incurred to provide services specified.

**REGISTRATION AND PURCHASE ORDER PROCEDURES.** Agencies shall follow the registration and purchase order procedures as described by the *Department of Human Resources Development—Training Branch*.

**"SPO PL No. 01-19"** must be typed on purchase orders issued against this price list.

**PRICE LIST AVAILABILITY.** The current price/vendor list incorporating Change Nos. 1, 2, 3, 4, 5, 6, and 7 is available on the SPO website: <http://www2.hawaii.gov/priceapps/> ; enter "01-23" in the List Number (Approximate) field and click on "search".

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/s/ Robert J. Govers  
ROBERT J. GOVERNS, CPPB  
Procurement Officer

COURSE		Terabiz
		FEE
Windows 95	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
Windows 98	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
Windows 2K – Intro		\$42.97
MS Word 97	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
MS Word 2K	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
MS Excel 97	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
MS Excel 2K	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
MS Access 97-Intro	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
	-Adv Rel	\$42.97
MS Access 2K-Intro	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
	-Adv Rel	\$42.97
MS Outlook 2K-Intro	-Intro	\$42.97
	-Inter	\$42.97
MS Pwr PT 97-Intro	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
MS Pwr PT 2K-Intro	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
IE 4.0		\$42.97
IE 5.0		\$42.97
MS Windows NT 4.0	-Intro	\$42.97
	-Inter	\$42.97
	-Advance	\$42.97
Lotus Notes R5-Trans	-Intro	\$42.97
	-Intro	\$42.97
	-Inter	\$42.97

procedures will be issued directly by DHRD to State agencies. DHRD anticipates classes starting late January 2001.

#### **DEFINITIONS:**

**(INTRO)DUCTION**—Fundamental terms and concepts of the software to enable the user to use the software for practical everyday needs.

**(INTER)MEDIATE**—Higher level of terms and concepts of the software to enable the user to make greater use of the capabilities of the software.

**(ADVANCE)--** Highest level of terms and concepts of the software to enable the user to make the best and highest use of the software and to maximize user's productivity.

#### **TeraBiz Answer Request Hotline:**

Available to participants to ask questions on the materials covered for up to six months following the completion of the class.

**Help Line** telephone number (808) 540-5440. Please leave the following information after the recorded message:

- Your name and telephone number.
- That you work for the state government and your department.
- The course name.
- The software and version in use. (ie MS Word 97 or MS Word 2000).
- The page number and topic in the course booklet where you have a question.
- The question to be answered.

Participants will receive a response within three (3) business days.

#### **Schedule of Classes:**

The schedule of classes and the Department of Human Resources Development (DHRD)